

Town of Harpswell
Mitchell Field Committee Meeting
October 21, 2015

Attendees: Jane Covey, Rob Roark, Don Miskill, David Chipman, Nate Wildes, Michael McCabe, Nancy Sohl and Scott Sheffer.

Also present: Jim Hays, Ellie Multer and Kristi Eiane.

A quorum was present. The meeting was called to order at 4:30 PM.

Meeting Minutes: The October 5, 2015 meeting minutes were approved with corrections [7-0-1].

Old Business: Action Items (not listed in any specific priority order)

- **Action item: Draft front gate parking area expansion site plan.**
- **Action Work List:** Tel-Com Conduit Repairs, North Side Trail Stile, Creek Clearing, pour concrete slabs on which to set granite benches, remove dead tree at entrance copse, repair trail ruts, asphalt road repairs, till and smooth lower meadow so it is usable as a grass playing area, remove remaining fence barb wire, burn or remove invasive plants debris at concrete pad, remove barb wire from concrete pad, fill holes at waterfront & beside Admin Building and Sentry Building Refurbishment.
- **Action item: Bluff Area Work Plan.**
- **Action item: Trim Oak trees at entrance and improve visibility of the entrance.**
- **Action item: Develop and implement invasive species mitigation and removal plan.**
- **Action item: Develop a strategic plan to upgrade and maintain the open meadows.**
- **Action Item: Pier Disposition and Boat Launch Action List for 2016 Town Meeting.**
- **Action Item: Water tower disposition recommendation due in 2016.**

New Business:

- **MF Budget for 2016** – Kristi reviewed the proposed budget for 2016.
 - Operational budget is \$11,300, the same as this year.
 - R&M Buildings is \$9,100 for repair of buildings and keeping them closed to vandalism.
 - Community Garden costs are paid for by a grant from HHLT.
 - Sign account has carryover money but she would like us to purchase the kiosk building materials using this year's money so the transaction must occur in 2015.
 - There is \$22,000 proposed for possible removal of the water tower.
 - Capital expense of \$200,000 to complete removal of the pump house and any remaining funds to be used for pier reutilization planning and permitting. This may be stretched out over more than one year.
 - In her meetings with representatives from Senator King's office, their question was, "What is the vision for future use of the pier and waterfront?" The pier disposition is holding up the boat launch initiative. The more we can tie it to economic development, the better chance we have for grant application approval.
 - Rob felt that pier removal might facilitate the boat launch approval.
 - The BoS have asked the Recreation Committee to plan and conduct a recreation-oriented event at the field in summer of 2016. Gina Perow will talk with the folks who ran the Harpswell Festival. It will have a much more local focus rather than a lot of outside vendors. More to come.
 - There is no funding in the proposed 2016 budget for pier rehab/demo, infrastructure upgrades, boat launch, water tower rehab or admin building roof repair. Any decisions surrounding those

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items will probably not be funded in 2016. We need a good vision, firm estimates to apply for grants.

- **Pier Disposition:**

- Jane asked Kristi when we needed to have our proposals ready to go. By January 2016. The HCA proposal is in the preliminary planning stage. There will not be a boat launch available for their use in 2016.
- Ellie - The town is asking the MFC for a recommendation on the disposition of the pier. Once the BoS receives our recommendation, they will make a decision.
- We must remove the pump house. It affects the local environment. Will be done in 2016.
- The pier needs to be dealt with. Atlantic Mechanical removed the catwalks to the dolphins and has done some removal of the pump house debris. It will be easier to remove the pier structure before it collapses.
- Kristi indicated we are on a tight timeline.
- Nate – We need to develop the vision then we can ask for the money. A sub-master plan appears to be our deliverable.
- Rob – we must be prepared for the town meeting. Let's make a pier decision and move on!

Action item: A pier sub-group was proposed and approved [8-0-0] to work with Mark Eyerman and Jim Hays. They will develop a pier disposition position for the full committee to be presented at the November 2, 2015 Mitchell Field Committee meeting. Members of this sub-group are Jane Covey, Scott Sheffer and David Chipman.

- **Boat Launch** – Decisions were made on some of the 6 key issues, specifically #1 and #5.
 1. **Final Design** – All tide, 2 trailer width ramp, and float located alongside the causeway [8-0-0].
 2. **Updated Cost Estimate** from Barney Baker or a construction contractor. The BoS will make the final decision.
 3. **Parking Areas** – Trailer area and overflow parking in the lower meadow. Need cost estimates.
 4. **Traffic Pattern** – How do we move boaters to the ramp so they don't conflict with beach goers?
 5. **Use Fees** – Grants would require resident fee in order to have a non-resident fee. We should have a daily fee, seasonal fee and commercial fee. Help cover expenses plus capital improvement set aside [7-0-0]
 6. **Annual Operating & Maintenance Costs** – See Mark Eyerman's notes on this issue.
- **What does Barney still owe us?** Jane will check on this.
- **Road Entry Options** – Boats and trailers mean we must improve the sight lines to the north. The following options are in order of increasing complexity and cost:
 1. Kristi is working with MDOT to see if they are allowed to trim bushes and lower the speed limit to 30 mph.
 2. Move the entrance closer to the north side of the fire station, estimated cost at \$50,000.
 3. Move the entrance to the south side of the fire station, estimated cost is \$90,000
- **Community Garden** – Final winter preparations have been made.
- **Signs Update:**
 - Don is working with Dave Brooks to finalize the design and materials list.
 - Need to install the 4x4 post for the Community Garden sign.
- **Water Tower** – Nothing new.
- **Bandstand** – Nothing new.
- **Bluff Area Work** – Will continue while the weather holds.
- **Swimmer's Float** – Need to move it into shore for the winter. Tides are highest on October 21/22.

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- **Action items** – Nothing further to add.

Handouts:

- 2016 Proposed Budget extract for Mitchell Field dated October 15, 2015.
- [M. Eyerman] memorandum on Boat Launch Fees dated October 20, 2015.
- [M. Eyerman] memorandum on Boat Launch Operating Costs dated October 20, 2015.
- [M. Eyerman] email on Boat Launch Operating Costs dated October 21, 2015.
- [M. Eyerman] Notes from Selectmen's Mitchell Field Workshop dated September 25, 2015.

Next Meeting:

- MFIC meeting on November 2, 2015 at 5:30 PM at the Town Office
- MFIC meeting on November 16, 2015 at 4:30 PM at the Town Office
- MFIC meeting on December 7, 2015 at 5:30 PM at the Town Office

The MFIC Meeting adjourned at 5:47 PM

Respectfully submitted,
Don Miskill, Secretary